

# **SIERRA ARMY DEPOT**

## **STUDENT TEMPORARY EMPLOYMENT PROGRAM**

**This is a temporary position not to exceed 30 September 2007.**

**Vacancy Title: Clerical Positions**

**Open Period: Open 2 April 2007 until filled.**

**Series/Grade: GS-300-01 through GS-03**

**Salary: \$8.98 to \$11.01 per Hour**

**Vacancy Description:** Provides general office support and assistance. Performs clerical duties such as using a computer to type documents, filing, answering the telephone and using copying machines.

### **Program Requirements:**

Students must be at least 16 years of age (no maximum age limitation).

Student must be enrolled or accepted for enrollment as a certificate or degree seeking student.

Student must be a U.S. citizen.

Student must be enrolled with at least a half-time academic or vocational or technical course load in an accredited high school, technical or vocational school, college or university, graduate or professional school.

Student must have and maintain a 2.0 GPA or better.

### **Experience and Education Requirements:**

GS-01 - None

GS-02 - 3 Months General Experience or High School Graduation

GS-03 – 6 Months General Experience or 1 Full Year of College

General Experience is defined as progressively responsible clerical, office or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

## **How to Apply:**

Submit all of the following:

**1. Completed Cover Letter Form** with statement of career goals and **Education Institution Verification**. Enrollment and GPA must be verified by the school in which enrolled or by submitting a report card or transcripts with your application. If you are a high school graduate, a letter from the college of your intent to attend college must be submitted.

**2. Resume** or OF-612 (Optional Application for Federal Employment).

Applications must be submitted to:      Sierra Army Depot  
Civilian Personnel Advisory Center  
Bldg 150, Susanville road  
Herlong, CA 96113.

**Or Faxed to 530-827-4647**

Point of Contact is Lori King at (530) 827-43133.